

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON**

FORT SAM HOUSTON, TEXAS 78234-5014



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 29

1 Aug 02

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Aug 02–31 Aug 02 BAMC

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R (the Joint Ethics Regulation) to review the job duties of

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

each newly assigned employee (military or civilian) and report the name of Confidential Financial Disclosure Report, to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee

AMEDDC&S & FSH BULLETIN 29, Fort Sam Houston, 1 Aug 02

may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

6. PRE-TRANSITION BRIEFING: In accordance with AR 635-10, Processing Personnel for separation, soldiers are required to attend an Expiration Term of Service (ETS) Briefing. The schedule for 2002 is as follows:

08 Aug, 12 Sep, 10 Oct, 07 Nov, and 05 Dec.

Representatives from Veterans Administration, Education Center, Post Finance, Transition Point, Reserves, etc. will discuss VA Benefits, GI Bill, Veterans Educational Assistance Program (VEAP), unemployment insurance, job hunting, resumes, college and vocational technical admissions, military experience converted to college or vocational technical credits, and other related matters. The POC for this information is Mr. Morris, 1-2964/0205. (MCCS-BHR-H/1-2964/0205)

7. PRE-RETIREMENT ORIENTATION: In accordance with AR 600-8-7, Retirement Services Program, soldiers are required to attend a Pre-Retirement Orientation no later than six months prior to retirement. Please call 1-0835/0936 for reservations. The schedule for 2002 is as follows:

15 Aug, 19 Sep, 17 Oct, 14 Nov, and 13 Dec.

Representative from Veterans Administration, Tricare, Post Finance, Legal Assistance, ACAP, Texas Veterans Commission, Troops to Teachers, and Transition Services will discuss VA Benefits, GI Bill, Unemployment Insurance, Military Medical, Texas Benefits, Survivor Benefit Plan, and other related matters. Spouses of retiring personnel are also encouraged to attend. The POC for this information is Mr. Dixon or Ms. Brown 1-2467/0835. (MCCS-BHR-H/1-2467/0835)

8. CAREER STATUS BONUS: In accordance with Career Status Bonus (CSB) Implementing Guidance, Subtitle D of Title VI FY 2000, military personnel with a DIEMS (Date Initially Entered Military Service) on or after August 1, 1986 are requested to attend a CSB Briefing. The briefing will be held at Transition Services, Bldg 2267. The POC for reservations and information is Mr. Dixon at 1-2247 or Mrs. White, 1-0936.

DATES FOR 2002: 13 Aug, and 17 Sep.

The POC for reservations and information is Mr. Dixon at 1-2247 or Mrs. White, 1-0936.

9. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING: IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, Subversion and Espionage Directed Against the U.S. Army (SAEDA), all Department of the Army (DA) personnel, military and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

DATE	LOCATION	TIME
September 25, 2002	BLDG 1026	0800-0900
*October 23, 2002	BLESSE AUDITORIUM	0900-1000

*** NEW DATES ADDED.**

AMEDDC&S & FSH BULLETIN 29, Fort Sam Houston, 1 Aug 02

(Duration of training-approximately 1 hour) The purpose of publishing the above schedule is to allow DA personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Lewis, Security Office, 1-5022/1637. (MCCS-BHR-SS-/1-5022/1637)

10. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 221-2761. (MCCS-BBD/12761)

11. LEVEL I ANTI-TERRORISM AWARENESS TRAINING SCHEDULE: The following is a revised schedule of Antiterrorism Awareness training for OCONUS travel presented in room 138 of building 4011. All training starts at 0800 and will conclude at approximately 1100.

Aug *15 (Thursday)
Sep 12 (Thursday)
Oct 3 and 24 (Thursday)
Nov 14 (Thursday)
Dec 5 and 19 (Thursday)

The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Anti-terrorism Awareness Training Sessions. This training is for travel outside the FIFTY United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. Reference for Antiterrorism Awareness OCONUS travel is AR 525-13, ANTITERRORISM, 4 JAN 02. The POC is Mr. Krimbill, 1-1859 or Mr. Francis, 1-1906. (MCCS-BRL-CI/1-1859/1906)

*** ANNOTATES A CHANGE IN DATES.**

12. NEW LOCATION AND HOURS FOR LEVEL I ANTI-TERRORISM AWARENESS TRAINING

SCHEDULE: Scheduled training dates are subject to change due to the availability of instructor, or mission requirements. All training starts at designated times which is located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of building 2841.

Aug 7 (Wednesday)	0900-1100
Sep 4 (Thursday)	0900-1100
Oct 9 (Wednesday)	0900-1100
Nov 6 (Wednesday)	0900-1100
Dec 9 (Monday)	0900-1100

The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Anti-terrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions, and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as Anti-terrorism Awareness Instructor. Each command/unit/activity that has a Level 11 trained instructor has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, and DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-5022/1637. (MCCS-BHR-SS/1-5022/1637)

13. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: The Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road is available for walk-in consultations with an attorney at 0800, Monday, Thursday, and Friday on a first come basis. Only 10 walk-in consultations are available, and out of the ten, active duty personnel **in uniform** will have priority. Scheduled appointments are available one week in advance based on the availability of attorney's schedule. Notary service and power of attorney services are available from 0800-1600 Monday thru Friday, except during will signing (Tuesday afternoon from 1300-1600 and Wednesday morning from 0900-1000). THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 221-2353/2282.

14. CENTRAL ISSUE FACILITY (CIF) SECTION: The Central Issue Facility Section, Property Management Branch, Supply and Services Division, Readiness and Logistics Business Center, will be conducting a 100% inventory starting at 1200 on 19 Aug 02 through 23 Aug 02. During this period, no classes are scheduled and CIF will be closed. Emergencies should be brought to the attention of Chief, Property Management Branch, Ms. Alford, 1-3022. (MCCS-BRL-SS/1-3022) (2/4).

15. POSITIVE ACTION FOR CIVILIAN EMPLOYEES (P.A.C.E.), CSRS AND FERS RETIREMENT SEMINARS: P.A.C.E. will be hosting retirement seminars for Garrison employees on 21 and 22 August 2002 at the Roadrunner Community Center, Building 2797, Stanley Road. These Seminars will be presented by Mr. Robert Connolly and will provide an overview of the CSRS and FERS Retirement Systems, Survivor Benefits, Thrift Savings Plan, Voluntary Contribution Program, Federal Employee Health and Life Insurance Programs, and Social Security*.

Mr. Connolly's seminars are always informative, providing important information that will assist in making sound retirement planning choices.

- The Civil Service Retirement System (CSRS) seminar will be presented on 21 August from 0800-1600.
- The Federal Employee Retirement System (FERS) will be 22 August from 0800-1600.

Seating is limited to 120 **GARRISON APPROPRIATED FUND EMPLOYEES** for each seminar, and is **by reservation only**.

Reservations may be made by calling 221-2276 not later than 12 August 2002. For additional information, contact Marlene Nash at marlene.nash3@amedd.army.mil

*Seminars will provide general information. Employees should contact the Army Benefits Center at www.abc.army.htm or by calling 1-877-276-9287.

16. NONRESIDENT OFFERING OF COMMAND AND GENERAL STAFF COLLEGE (CGSC): Beginning in late September, the 11th Bn (CGSC) will offer qualified active and reserve component officers (CPTs(P), MAJs, and LTCs) the opportunity to take phases I and III of CGSC in a classroom environment at Fort Sam Houston. Both phases will offer weekend and evening course options running through April 2003. This is an excellent opportunity for officers to complete this level of their military education that has become increasingly necessary for promotion in today's Army. A fact sheet with additional information, enrollment criteria, and application procedures is attached, along with a copy of the necessary enrollment form (CGSC Form 59-R). As class size is limited, officers are encouraged to accomplish enrollment procedures as soon as possible. This will also guarantee timely receipt of course materials. Those interested in enrolling in Phase I of CGSC should contact LTC Miguel Falcon at 210-531-4537, while those officers who have previously completed Phases I and II of CGSC should contact LTC Michael Waldrop at 210-221-1832. Additional contact information, to include e-mail addresses, can be found at the bottom of the fact sheet. **Both the Fact sheet and CGSC Form 59-R are enclosed as flyers.**

AMEDDC&S & FSH BULLETIN 29, Fort Sam Houston, 1 Aug 02

17. COMMISSARY/POST EXCHANGE ADVISORY COUNCIL MEETING: The Installation Commissary/PX Advisory Council Meeting will be held Wednesday, 14 Aug 02, 0900, in the Break Room at the Commissary, Building 360. Please submit input for the agenda no later than 5 Aug 02 to Mr. Lara, Installation Food Advisor, Services Division, Readiness and Logistics Business Center, at 1-5891 or Ms. King, Council Recorder at 1-5115.

Section II. UNOFFICIAL

18. OFFICE CLOSURE: The Office of the Staff Judge Advocate and the Claims Division will be closed on 9 Aug 02 from 1200-1600 in observance of the Office Organization Day. Regular duty hours will resume on 12 Aug 02. In case of an emergency, please contact the On-Call Officer, 286-6227.

19. TRICARE Welcomes Walgreens to Our Pharmacy Network: In our continuing efforts to meet the pharmacy needs of TRICARE beneficiaries, Health Net Federal Services is pleased to announce the addition of Walgreens to the TRICARE Pharmacy Network for Region 6. If you are eligible for TRICARE, you can now fill prescriptions at Walgreens by simply presenting your military ID, or TRICARE Prime ID Card and paying your co-payment. As a reminder, pharmacy co-payments for TRICARE beneficiaries are only \$3 for generic medications and \$9 for brand name medications for a 30-day supply. Active Duty Service Members do not pay co-payments for prescriptions at retail network pharmacies. There are 425 Walgreens located in Texas, Oklahoma, Arkansas, and Louisiana to serve you. Many Walgreens are equipped with drive-through pharmacies and some are open 24 hours. For a convenient location of any of our network pharmacies, visit our web site at www.hnfs.net. Our expanding pharmacy network is just one more way TRICARE continues to offer affordable, accessible health care for you and your family. For more information on TRICARE pharmacy benefits, please contact your TRICARE Service Center at (800)406-2832.

20. TRICARE 2002 BRIEFINGS AND BOOTHS: TRICARE is the Military Health Care System that covers **Active Duty and Family Members, and Retirees and Family Members under and over age 65.** Information will be available at the following facilities to discuss the health care options for **TRICARE** beneficiaries **by age groups.**

2002 Briefings and Booths for August, September, and October are as follows:

Fort Sam Houston-Brooke Army Medical Center Auditorium.

8 August 2002, from 1700 to 1900 (Briefing for those **over age 65 and special information for those with college age children**).

10 October 2002, from 1700-1900 (Briefing for those **under age 65**)

Randolph AFB in the Ballroom at the Family Support Center, 555 F ST West (for evening briefs, please park and enter from rear off E St W)

12 September 2002, from 1300-1500 (Briefing for those **under age 65**)

Lackland AFB TRICARE Booth at the BX ("handout" information for all age groups)

2 August 2002, from 1030 to 1330.

4 October 2002, from 1030 to 1330

Enrollment in TRICARE Prime (under age 65) is available with Brooke Army Medical Center*. Brooks AFB Clinic, Randolph AFB Clinic, Wilford Hall Medical Center,* and Kelly Clinic, and with Network Civilian

AMEDDC&S & FSH BULLETIN 29, Fort Sam Houston, 1 Aug 02

Primary Care Providers*. For additional questions regarding these briefings, please call 1-800-406-2832 or www.hnfs.net.

* Please check with the service centers for these facilities as enrollment is limited in some clinics.

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
OFFICIAL COPY
FT SAM HOUSTON, TX**

**OFFICIAL:
THOMAS E. BAILEY
LTC, FA
Adjutant General**

**DISTRIBUTION:
DB**